

Approved For Release 2001/07/16 : CIA-RDP80-00679A000100020059-1

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Research and Planning Staff

DATE: 20 February 1953

FROM : Chief, Personnel Division (O)

SUBJECT: Apportionment and Residence

1. Present agency procedures require the Transactions and Records Branch of this Division to indicate the legal residence, of an individual entering on duty, in item 20 of the SF-50, Notification of Personnel Action. The information pertaining to legal residence is obtained from Form 37-50, Personnel Data Form, which the individual completes the day he enters on duty.

2. It is my understanding that this Agency is excepted from the apportionment and residence rules and regulations prescribed by the Civil Service Act. Study should be given, therefore, to the necessity for continuing to indicate legal residence on the SF-50.

3. If, however, it is determined to be necessary it is requested that regulations be issued outlining procedures for the Transactions and Records Branch to follow and forms to be submitted by the employee to prove or claim legal residence.

STATINTL

PDO/T&R/CGW:mfh (19 Feb '53)

Distribution:

- 1 - Addressee
- 2 - Chief, PDO
- 1 - T&R